

| Mon | Tue | Wed | Thu | Fri |
|---|--|---|--|--|
| | | | 1 Submit July BES Premium Reward Discrepancy Report (PM4405) dated 8/1 required for July Health Care Reconciliation Semi-Monthly Employee Pay Day | 2 Bi-Weekly Wage Employee Pay Day |
| 5 | 6 Semi-Monthly Salaried Payroll Paperwork Deadline 7/25 - 8/9, 11am PMIS Update Deadline 7/25-8/9 | 7 Ensure Bi-Weekly Wage TAL Batches Loaded or Paperwork Submitted for 8/16 Wage Pay Day Cycle 1 7/21 - 8/3 Cycle 2 7/22 - 8/4 Cycle 3 7/19 - 8/1 | 8 | 9 Notify PSB of any PMIS Changes affecting 7/25-8/9 Salaried Employees |
| 12 Semi-Monthly Salaried Payroll Certification Deadline 7/25-8/9 CIPPS Leave Paperwork Deadline 7/25-8/9 Notify PSB of any PMIS Changes affecting 8/16 Pay for Wage Employees | 13 Bi-Weekly Wage Payroll Certification Deadline for 8/16 Wage Pay Day Cycle 1 7/21 - 8/3 Cycle 2 7/22 - 8/4 Cycle 3 7/19 - 8/1 | 14 Distribute 3rd Party Pmt's & Checks to Agy's re: Semi-Monthly Pay Distribute 3rd Party Pmt's & Checks to Agy's re: Wage Pay | 15 CIPPS Leave Keying Deadline - 7/25-8/9 | 16 Semi-Monthly Employee Pay Day Bi-Weekly Wage Employee Pay Day |
| 19 | 20 Semi-Monthly Salaried Payroll Paperwork Deadline 8/10 - 8/24, 11am PMIS Update Deadline 8/10-8/24 | 21 Ensure Bi-Weekly Wage TAL Batches Loaded or Paperwork Submitted for 8/30 Wage Pay Day Cycle 1 8/4 - 8/17 Cycle 2 8/5 - 8/18 Cycle 3 8/2 - 8/15 | 22 | 23 Notify PSB of any PMIS Changes affecting 8/10-8/24 Salaried Employees |
| 26 Semi-Monthly Payroll Certification Deadline 8/10-8/24 CIPPS Leave Paperwork Deadline 8/10-8/24 Notify PSB of any PMIS Changes affecting 8/30 Pay for Wage Employees | 27 Bi-Weekly Wage Payroll Certification Deadline for 8/30 Wage Pay Day Cycle 1 8/4 - 8/17 Cycle 2 8/5 - 8/18 Cycle 3 8/2 - 8/15 | 28 Distribute 3rd Party Pmt's & Checks to Agy's re: Semi-Monthly Pay Distribute 3rd Party Pmt's & Checks to Agy's re: Wage Pay | 29 CIPPS Leave Keying Deadline - 8/10-8/24 | 30 Semi-Monthly Employee Pay Day July Healthcare Certification Due Bi-Weekly Wage Employee Pay Day |

All Agy's have adopted a **Cardinal Bi-weekly Payroll Cycle**. The Bi-weekly Payroll Cycles are as follows:

- Cycle 1** 122, 123, 129, 132, 140, 147, 148, 151, 152, 154, 156, 157, 161, 165, 174, 191, 194, 200, 202, 218, 222, 223, 226, 233, 238, 245, 350, 400, 402, 409, 413, 417, 423, 425, 440, 505, 506, 602, 720, 765, 778, 841, 851, 937, 938, 957, 960
- Cycle 2** 133, 136, 141, 143, 201, 241, 848, 948
- Cycle 3** 127, 146, 181, 199, 239, 403, 405, 411, 942